

<b>Opening Date:</b>	February 16, 2012	<b>Closing Date:</b>	March 1, 2012
<b>Job Title:</b>	Finance Assistant I	<b>Position Type:</b>	Contractual Full Time
<b>PIN:</b>	926002	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Administrative Office of the Courts - Budget and Finance Annapolis, Maryland	<b>Grade/Salary Range:</b>	J06 \$13.72- \$16.26 per hour (Depending on Qualifications)
		<b>Financial Disclosure:</b>	No

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** Supports the Accounts Payable Supervisor in the data entry, review and reconciliation of expenditure reporting to the systems of record. Identifies, researches, reconciles and resolves account discrepancies regarding the processing of invoices as well as the reviewing of purchase order loges and vendor accounts. Performs the batching, coding and processing of invoices. Verify and reconcile batches. Review invoices and related documentation for compliance with applicable policies. Monitors and maintains the purchase order buy-down log. Identifies and verifies vendor maintenance change requests. Prepares and post expenditure data and scans invoices. Serves as point of contact for Judiciary program managers. Provides back up support to other Departments in Budget and Finance as necessary. The Finance Assistant is a non-competitive/interchangeable classification which allows for advancement from entry level to proficient level based on an employees ability to perform the essential functions of the position with limited supervision.

**Education:** High School Diploma or GED.

**Experience:** Finance Assistant I- A minimum of one year of experience in business operations, bookkeeping or related field.

**Preferred:** Experience in Word, Excel, Wordperfect, documents retention/scanning systems, AS400 and the State of Maryland FMIS system.

**Skills/Abilities:** Knowledge of basic accounting and reconciliation procedures. Knowledge of Generally Accepted Accounting Principles. Ability to interpret and apply the General Accounting Division Policy, Judiciary Fiscal Policy and the Annotated Code of Maryland as related to expenditures. Ability to learn AS400 and FMIS computer systems. Ability to provide a high degree of customer service. Ability to listen and understand the issues. Ability to communicate information in both written and oral forms. Ability to interact in a one-on-one and group situation. Ability to anticipate problems before they occur. Ability to interpret and comprehend financial data. Ability to analyze and resolve problems. Ability to identify critical information, eliminate extraneous information, draw relationships and make accurate conclusions and recommendations. Ability to plan effectively and establish priorities based on immediate goals, organizational needs and to meet required deadlines. Computer skills to include word processing, spreadsheet, database and email along with other software necessary for creating reports. Ability to use scanning systems. Ability to be self motivated, identify ways to improve efficiency, generate alternatives and suggest new approaches. Ability to maintain accuracy and integrity of financial systems and data. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
 Human Resources Department  
 580 Taylor Ave., Bldg. A-1  
 Annapolis, MD 21401  
 Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**